

WASHINGTON COMMISSION FOR NATIONAL AND COMMUNITY SERVICE
2013-14 SPECIAL TERMS AND CONDITIONS

I. PURPOSE

The Washington Commission for National and Community Service (WCNCS) developed these Special Terms and Conditions to provide guidance on specific items that are relevant to its subgrantees and not otherwise covered in the AmeriCorps Provisions, federal statutes, applicable regulations and guidelines.

II. REPORTING EXPECTATIONS & REQUIREMENTS

The subgrantee is required to comply with all reporting requirements as outlined below as well as any modifications to the reporting requirements and/or deadlines requested by WCNCS. In the event the subgrantee is not able to meet the stated deadline in a timely manner for reasons legitimately beyond the control of the subgrantee, an extension will be considered only if WCNCS receives a written request explaining the need for an extension prior to the deadline. Subgrantees should not assume approval has been authorized by WCNCS until it receives written confirmation.

A. My AmeriCorps Portal

Member management functions including enrollments, exits, suspensions, reinstatements, transfers, slot corrections, etc., are to be conducted in the My AmeriCorps Portal in eGrants. Subgrantees are required to input all active operating sites and service locations where your AmeriCorps members will be serving in the My AmeriCorps Portal within 30 days of each member's date of enrollment. In addition, operating sites no longer hosting AmeriCorps members should be inactivated. The WCNCS will conduct a timeliness review on a quarterly basis. Any subgrantee with late enrollments or exits will be asked to develop a corrective action plan to ensure the program is in full compliance with timeliness standards in the future.

B. Member Eligibility Certification

Subgrantees must submit the eligibility certification form signed by an authorized program official stating that the members enrolled meet CNCS eligibility requirements and attach the member roster. The signed certification form shall be sent with the monthly reimbursement request to the WCNCS any month in which new member enrollments occur.

C. Member Service Agreement

Subgrantees must submit a copy of the program's proposed member service agreement (previously referred to as a member contract) to their program officer for review and approval 10 working days prior to member enrollment. Subgrantees must ensure their member service agreement contains the elements outlined on pages 7-8 of the AmeriCorps Provisions IV.D.2.

D. Criminal History Check Policy and Procedure

Subgrantees must submit a copy of the program's proposed criminal history check policy and/or procedure to their program officer by December 31, 2013 for review and approval. Subgrantees' policy and procedure must comply with 45 CFR 2540.200-207.

E. Reporting for Fixed Amount Subgrantees

1. **The Uniform Administrative Requirements:** The Uniform Administrative Requirements for all AmeriCorps State and National grants apply to fixed amount grants. They stipulate the standards for financial management systems and procurement services you must establish and your responsibilities before, during and after the grant period. These requirements follow generally accepted accounting principles and your accounting system should comply without additional burden.
2. **Exemptions from Cost Principles:** Fixed amount grants are exempt from OMB Circular A-87, Cost Principles for State and Local Governments – 2 CFR Part 225; OMB Circular A-122, Cost Principles for Nonprofit Organizations - 2 CFR Part 230; OMB Circular A-21, and Cost Principles for Educational Institutions – 2 CFR Part 220.
3. **Compliance with OMB Circular A-133:** Fixed amount grants must comply with OMB Circular A-133 and the Uniform Administrative Requirements for those receiving federal grant awards amounting to \$500,000 and up.
4. **Accessing Grant Funds under Fixed Amount Grants:** For full-cost fixed amount grants, you must ensure that you do not request more funds from the Commission than you are entitled to draw based on members enrolled. You may request funds on a monthly basis throughout the year. Reconciliation will occur in the final month to ensure the subgrantee does not draw funds in excess of member hours served. You should set up a schedule to request funds from the Commission based on periodic review of member rosters and request reimbursement by invoice based on 1/10th, 1/11th or 1/12th of the fixed amount per member enrolled based upon your program model. **An invoice package is due on or before the 15th of the month** and must include: 1) a Washington State A-19 Invoice Voucher; 2) a current Member Roster from My AmeriCorps Portal; 3) Member Eligibility Certification Form (for any month in which new member enrollments occur) and 4) a Monthly Status Report. **Please note, the semi-annual Progress Report may replace the Monthly Status Report for the month of March.**
5. **Slot Conversions Not Allowed:** **Fixed amount grants require all full-time positions.** Subgrantees may not convert slots, however you may refill authorized slots with another full-time member to the extent you can ensure the hours will be completed within the time frame of the budget period and following the standard AmeriCorps policies.
6. **Budget Modifications:** Fixed amount grants are not subject to the AmeriCorps Grant Provisions related to “Budgetary Changes.”
7. **Semi-Annual Progress Reports:** All AmeriCorps State fixed amount subgrantees shall complete progress reports via the progress report template provided by WCNCS. Due dates to WCNCS are as follows:
 - 5:00 p.m. on **Friday, April 18, 2014** for the period starting on the first day of the grant through March 31, 2014; and
 - 5:00 p.m. on **Friday, October 17, 2014** for the period starting April 1 through September 30, 2014 or the end date of the grant, whichever is earlier.

F. Reporting for AmeriCorps State “Reimbursement” Subgrantees

1. **Reimbursement Requests:** Subgrantees are required to submit requests for reimbursement on a monthly basis unless an alternative frequency has been approved by WCNCS. All requests for reimbursement are due on or before the 15th of the month and must include: 1) an A-19 Invoice Voucher; 2) a Periodic Expense Report; 3) Member Eligibility Certification Form and Member Roster (for any month in which new member enrollments occur) and 4) a Monthly Status Report. Please note, the semi-annual Progress Report may replace the Monthly Status Report for the month of March.
2. **Semi-Annual Progress Reports:** Subgrantees shall complete progress reports via the progress report template provided by WCNCS. Due dates to WCNCS are as follows:
 - 5:00 p.m. on Friday, April 18, 2014 for the period starting on the first day of the grant through March 31, 2014; and
 - 5:00 p.m. on Friday, October 17, 2014 for the period starting April 1 through September 30, 2014 or the end date of the grant, whichever is earlier.
3. **Federal Financial Reports:** Subgrantees shall complete a Federal Financial Report (FFR) using the reporting tool provided by WCNCS. WCNCS must receive a signed copy of the FFR on or before the dates noted below:
 - 5:00 p.m. on Friday, April 11, 2014 for the period starting on the first day of the grant through March 31, 2014; and
 - 5:00 p.m. on Friday, October 10, 2014 for the period starting April 1 through September 30, 2014 or the end date of the grant, whichever is earlier.

The subgrantee shall report the amount and sources of federal funds, other than those provided by CNCS, claimed as matching funds. This includes other federal funds expended by subgrantees and operating sites and claimed as match. This information shall be reported annually on the Report of Other Federal Funds form due October 10th or at the time the final financial report is submitted if the final report is due prior to October 10th. Fixed Amount grantees are not required to report this information.

NOTE: The report due dates stated on page 17 of the 2013 AmeriCorps State and National Grant Provisions (Section IV.J.1. and 2) are set by the Corporation and apply to State Commissions not its subgrantees.

4. **Program Income Reports:** Subgrantees shall complete a Program Income Report using the reporting tool provided by WCNCS. WCNCS must receive a signed copy on or before the dates noted below:
 - 5:00 p.m. on Friday, April 11, 2014 for the period starting on the first day of the grant through March 31, 2014; and
 - 5:00 p.m. on Friday, October 10, 2014 for the period starting April 1 through September 30, 2014 or the end date of the grant, whichever is earlier.

G. Certification of Time and Attendance

In order for a member to receive a post-service education award from the National Service Trust, the subgrantee is required to have a time and attendance recordkeeping system in place to certify to the National Service Trust that the member is eligible to receive in-service and post-service benefits including the Segal Education Award. The subgrantee (and any individual or entity acting on behalf of the subgrantee) is responsible for the accuracy of the information certified on the end-of-term certification. The subgrantee is required to ensure that time and attendance records are signed and dated both by the member and by an individual with oversight responsibilities.

III. RECORDS RETENTION

Subgrantees are required to retain and maintain copies of all documentation associated with the grant in accordance to Washington State Law RCW 40.14.060, which requires official public records or office files and memoranda to be retained for a period of six years following the formal closeout of the grant. Because state law is more restrictive than the federal law, subgrantees of the WCNCS must retain records for the longer period of time.

IV. CONTRACT AMENDMENTS & BUDGET MODIFICATIONS

The subgrantee must first obtain written approval from WCNCS prior to making the following changes: a) changes in the scope, slot conversion (reimbursable AmeriCorps programs only), or performance measures of the program, whether or not they involve budgetary changes; b) substantial changes in the level of member supervision; and c) entering into additional subgrants or contracts for AmeriCorps activities funded by the grant, but not identified or included in the approved application and grant budget. For reimbursable grants, budget modifications must be submitted for approval when categories are overdrawn whether in the CNCS or grantee share. Many items not only require State Commission approval, but also approval from the Corporation for National and Community Service Office of Grants Management.

With the change to single match requirements, subgrantees can request a budget modification that would move funding from Section II. - Member Support to other parts of the budget (Section I. – Operational or Section III. – Administrative), a modification that was previously disallowed. However any budget modifications involving 10% or more of the entire budget will need prior approval from the WCNCS and CNCS.

V. SITE MONITORING

WCNCS utilizes a risk-based process for subgrantee monitoring with variables including: new subgrantee; new legal applicant; new staff; size of grant; past monitoring findings or compliance issues; audit findings; financial compliance or length of time passed since the last monitoring visit. The monitoring visit may consist of an on-site visit, desk review or other methods deemed suitable based upon the Commission's programmatic and financial risk assessment of the subgrantee.

A. Attention to Prohibited Activities

The WCNCS staff will review member agreements and host site agreements to ensure that all prohibited activities are stated. Position descriptions will also be reviewed to guarantee that no prohibited or inappropriate activities are permitted. AmeriCorps members' service activities must correlate to what is stated in the approved application. It is important that the position descriptions be reviewed and updated to accurately reflect the assigned duties - i.e., if a new or alternative service site should be reflected. Any changes to position descriptions and performance outcomes that differ from what was previously approved in the grant application – even temporarily - must be discussed in advance with WCNCS staff.

B. Subgrantee Oversight and Monitoring Responsibilities

Each subgrantee must have and implement a plan for oversight and monitoring to ensure that its subgrantees and/or service locations have agreed to comply and are complying with the 2013 AmeriCorps State and National Grant Provisions and other relevant grant requirements.

VI. PARTICIPATION IN WCNCS-SPONSORED EVENTS

The subgrantee must ensure that the AmeriCorps program director, key staff and AmeriCorps members attend WCNCS-sponsored meetings, events and training as described below.

A. Program Directors and Key Staff

AmeriCorps program directors and key staff are required to attend mandatory meetings sponsored such as the Pacific Cluster Learning Community and Subgrantee Training and Technical Assistance meetings. In the event that the program director is unable to attend a mandatory meeting, the subgrantee must notify WCNCS at least two weeks prior to the event and name an alternate designee. AmeriCorps members may not represent subgrantees at these meetings. Program directors and staff are strongly encouraged to attend State Commission-sponsored professional development opportunities such as the Leadership Forum for National Service Executives.

B. AmeriCorps Members

As part of their service commitment, AmeriCorps members should participate in statewide activities including but not limited to the 9/11 Day of Service and Remembrance, AmeriCorps Launch, Martin Luther King, Jr. Day of Service, and National AmeriCorps Week. AmeriCorps program directors and staff are expected to promote and support member attendance at these events.

VII. AFFILIATION WITH THE AMERICORPS NATIONAL SERVICE NETWORK

AmeriCorps partners and members play an important role in helping to increase public awareness of AmeriCorps by helping to promote the AmeriCorps brand name, logo, slogans and phrases. To establish the relationship between AmeriCorps and the program, the subgrantee must ensure that all organizations affiliated with the AmeriCorps program (e.g. host sites) as well as its AmeriCorps members are identified as part of the AmeriCorps national service network. Strengthened language and requirements are identified in the 2013 AmeriCorps State and National Grant Provisions, Section IV.B. and Section V.G.2. Suggestions for fulfilling this requirement are noted below:

A. Use of the AmeriCorps Name and Logo

AmeriCorps is a registered service mark of the Corporation for National and Community Service. Subgrantees must use the AmeriCorps name and logo on service gear and public materials such as stationery, application forms, recruitment brochures, orientation materials, member curriculum, signs, banners, press releases and publications in accordance with Corporation requirements. Upon request, the WCNCS will provide a camera-ready logo for use by AmeriCorps programs in Washington State.

B. Service Gear

AmeriCorps members must be identified as part of the AmeriCorps national service network during all service activities and projects. Members should wear appropriate service gear, lapel pins, badges, etc., suitable to the day's tasks and according to guidelines provided by the Program Director. AmeriCorps staff may not wear the standard gray service gear.

C. Host Site

To further promote AmeriCorps in communities across the state, each subgrantee must ensure that the legal applicant and all of its member host sites have signage designating them as an AmeriCorps host site sponsor. Also, it is recommended that programs have AmeriCorps banners or sandwich boards to increase visibility for special service projects or program-sponsored events.

Various options are available from the national service catalogs. The most commonly used vendors are <http://gooddeed.org/> and <http://www.nationalservicegear.org/>

D. Website

Per the 2013 AmeriCorps State and National Grant Provisions, the website of all subgrantee organizations must clearly state that they are an AmeriCorps program and display the AmeriCorps logo with prominence.

Subgrantees shall use the AmeriCorps name and logo on service gear and public materials such as stationery, application forms, recruitment brochures, on-line position postings or other recruitment materials, orientation materials, member curriculum materials, signs, banners, press releases and publications related to their AmeriCorps program in accordance with CNCS and WCNCS requirements.

To help increase the visibility of AmeriCorps programs in Washington State on the internet and various search engines, WCNCS requires each subgrantee to build a link from the AmeriCorps page of the organization's website to the following website:

Washington Commission for National and Community Service
<http://www.ofm.wa.gov/servewa/>

E. Photographs

Each subgrantee is expected to take several high quality digital pictures of AmeriCorps members "in action" wearing their AmeriCorps gear. These photos should reflect the diversity of service in Washington as well as of our members. Programs are encouraged to send any quality photos along with stories or captions that describe the activity to WCNCS. We will share your photos with the CNCS and place them at appropriate times on the WCNCS website, and may feature them in our Annual Report.